

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **November 15, 2012 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, JOHN HICKEY, KATHY PLETCHER, VICKY VAN VONDEREN, CHRISTOPHER WAGNER, and PAT WILLIAMS

EXCUSED: DON CARMICHAEL and CHRIS FROELICH

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler (staff); Colleen Rortvedt (Appleton Public Library Director); Matt Brugger (Muehl Public Library Board Vice-President); Rick Cohler (Advertiser Community News/Times Press Seymour); Doug Marsh (Brown County Public Works); Rolf Johnson (Neville Public Museum Director); Carol Jones and Joanne Rathburn (Green Bay De Pere Antiquarian Society); and FOX 11 news.

President Terry Watermolen called the meeting to order at 5:15 p.m.

APPROVE/MODIFY AGENDA

Motion by Hickey, seconded by Pletcher, to approve the agenda. Motion carried.

MINUTES, INFORMATION SERVICES REPORT, BILLS AND COMMUNICATIONS

There was one modification to the October 18, 2012 minutes under the Facilities Report. Funds for the elevator replacement were from operational funds, not bonded funds. Motion by Pletcher, seconded by Buboltz, to approve this modification. Motion carried. The modified minutes stand approved.

There were no questions or discussion related to the Information Services Report.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

OPEN FORUM FOR THE PUBLIC

Sue Lagerman showed the new public service announcement for the Friends of the Brown County Library's Give-A-Kid-A-Book campaign that features Betina Driver and her children. Mrs. Driver is the honorary chairperson of the campaign. WBAY – TV2 filmed and aired the spot.

ADDITIONAL ITEMS RELATED TO HISTORICAL ASSETS

T. Watermolen gave brief history of the previous sale of the library's historical assets to the Green Bay-De Pere Antiquarians. Additional related items were recently found in storage at the Neville Public Museum. Property of the library, they had been held there since a flood at the Central Library in the early 1990s. The box contained a drawing of an Eskimo and seal; a drawing of a female nude; five storyboards of Howard Pyle's "The Travels of the Soul" created for the magazine, The Century; and two Eskimo hunting scenes.

Representing the Antiquarians, C. Jones and J. Rathburn were present to seek a determination on ownership of these materials from the Library Board. The Antiquarians are willing to conserve them but not purchase them as it was reasonable to include these items as part of the sale as per the purchase agreement dated December 14, 2006.

The Library Board agreed that this was a sensible action. T. Watermolen suggested that an addendum to the original agreement be drafted and signed by both parties with a copy forwarded to Rolf Johnson, museum director.

K. Pletcher and J. Hickey will draft the addendum. R. Johnson is very pleased with the result.

C. Jones, J. Rathburn, and R. Johnson, left the meeting at 5:40 p.m.

REIMBURSEMENT FROM ADJACENT COUNTIES

Discussion ensued about the adjacent county billing. Both Brown and Outagamie counties agree that the law's allowance of the ability to bill is a good law in order to create equity - it needs to be in place. But Outagamie feels they are a justified exception to the law and they intend to cut off library services to Brown County residents, effective January 1, 2013, if the bill is not rescinded. The Library Board does not want to see this happen but feel they have a responsibility to the taxpayers of Brown County. It was the Library Board's wish to have all options fully presented before Outagamie County notified the cessation of services to Brown County residents. They had hoped for a better resolution.

Legally, Brown County can bill – Outagamie County can't. Brown County's bill is for Brown County Library use by non-residents who are not paying taxes that maintain library services (out-of-district residents).

R. Krumweide, director of the Outagamie-Waupaca Library System (OWLS) agrees with the fact that libraries need to be compensated for non-residents' use but argues that the law in place is defective. This process works well within the county but becomes flawed when it crosses county lines. The ability for only one side to bill is a problem. Brown County Library is a consolidated system – therefore, all residents pay taxes to maintain library services. Other non-consolidated counties can also choose to bill if inequity of service exists.

OWLS feels that there is no inequity that needs to be billed. R. Krumweide noted that they didn't want to get aggressive but wanted to alert residents. The Library Board is concerned about the letter Outagamie sent to Brown County residents and its implications. T. Watermolen had hoped for a better working agreement. The Library Board has been working hard and operating under the law while keeping the best interests of users in mind.

The letter sent by Outagamie County notifies Brown County residents of the January 1, 2013 deadline when services will be denied. C. Rortvedt, Appleton Public Library Director, noted their recent news conference was held as a means to communicate the possibility of this deadline to patrons as quickly as possible.

T. Watermolen outlined the Library Board's three options: 1) enforce the bill; 2) rescind the bill; and 3) table the discussion and look for a resolution. J. Hickey suggested an extension beyond January 1 to devise a well thought-out plan. With a due date of March 1 for the bill to be paid, it was questioned how services could cease two months in advance. The Department of Public Instruction (DPI) informed OWLS they were allowed to do this.

M. Brugger, Muehl Public Library Board Vice-President, noted that they would rather have a resolution than have to cut off services. He was in favor of taking time to find resolution. An extension is worth a try.

Outagamie County, in return, billed Brown County. This is not a legal bill, as defined under state statute, but was a necessary action in order for Outagamie County to follow through on ceasing service to Brown County residents. L. Stainbrook expressed her uneasiness before a full review of the legal opinion, that was just issued, and hopes that all library boards involved would be willing to postpone any action until March 1. Brown County has the legal authority to bill – the question is if services can be cut off.

The deficit caused by an unpaid bill will effect more than the 1,400 Brown County residents who use Outagamie libraries. Library services will suffer as a result. The Library Board agreed it is Brown County residents who need to be the focus of their decision.

T. Watermolen asked R. Krumweide if he was the spokesperson for all the libraries and Rick replied that library decisions are made locally and by the library boards. C. Wagner asked if Outagamie County ever considered becoming a county library. R. Krumweide answered that there isn't any interest and Appleton, alone, is in three counties.

C. Rortvedt doesn't think a postponement is likely without some kind of mutual agreement.

Motion by K. Pletcher, seconded by V. VanVonderen, to take a 5-minute break. **Motion carried.**

R. Krumweide, C. Rortvedt, M. Brugger, R. Cohler, and FOX 11 left the meeting at 7:05 p.m.

Meeting resumed at 7:10 p.m.

FACILITIES REPORT

D. Marsh reported that Wisconsin Green Building Alliance meeting was held at the Kress Family Branch Library. C. Beyler gave an interesting presentation on ECMs and the building's retro-commissioning. He may give same presentation at Ed & Rec.

Bid packages will be put out for the main service disconnect replacement (\$50k) and three elevator replacements (\$250k) with a due date of December 12, 2012. Bid packages for the rooftop condenser unit replacement will be put out on December 19, 2012 with a due date of January 14, 2013.

Bid documents from Raasch have been received and are under internal review. K. Pletcher questioned ADA compliance in regards to the elevators. D. Marsh indicated the largest cab possible would be sought. Another bid would be needed to increase the height of the cab code requires the top be raised another 12-18 inches. Over-sized strollers probably will not fit.

T. Watermolen asked if the library would meet code if the building was significantly remodeled or if a new addition was built. D. Marsh replied that building code is enforced to what it was when the building was built. Other changes would require meeting today's code. A new elevator would need to be added if the building was remodeled.

L. Stainbrook mentioned that D. March did include both her and C. Beyler in on a meeting with Gary and Erin from Raasch in which they discussed alternative bids. The library's long-term concern is that the figures for cost of elevators has been questioned because the cost was so high compared to what Public Works presented. The higher quote was for a project that met today's code as well as for meeting code to add on without adding another elevator.

Two different visions are at hand with the prevailing one being to only fix the situation without thought of the function or future of the library. T. Watermolen noted that this is an expensive short-term fix and J. Hickey echoed that it is important for the County Board to understand that a fix is only meeting code in effect in 1972 (original code).

The Library Board is not comfortable with a code that is compliant for a 40-year old building and believes that the library should meet code equivalent to a renovated building. Actions now should be the most cost-effective in the long run. The County Board is only addressing maintenance issues.

D. Marsh continued that per the timeline, bids for the main disconnect and elevator replacement should be ready for County Board approval on January 19, 2013 and the bid for the rooftop condenser unit replacement should reach the County Board by February 20, 2013.

The Arc Flash Study (\$8,750) will be completed following the main service disconnect replacement.

C. Beyler reviewed additional completed and new projects from the Library Facilities Maintenance Long Range Plan.

ACCOUNTANT'S REPORT

a. Financial Report L. Denault presented the October, 2012 financials. Projected carryover should be about \$140,000. **Motion** by J. Hickey, seconded by V. Van Vonderen, to approve the October, 2012 financial reports. **Motion carried.**

b. Acceptance of Gifts, Grants and Donations **Motion** by J. Hickey, seconded by V. Van Vonderen, to approve the October, 2012 Gifts, Grants and Donation reports as follows:

Brown County Library Gifts, Grants & Donations Report October 2012

Gifts & Donations

10/04/12	Woman's Club of De Pere-In Memory of Eileen Vander Zanden	\$ 20.00	Kress Materials
10/09/12	Branch Buddies of Brown County Library	(625.00)	Return Duplicate Payment
10/25/12	Friends of Brown County Library	107.74	Every Child Ready to Read
10/25/12	Friends of Brown County Library	715.38	Kress Table & Chairs
	Ashwaubenon	14.96	Donation Box
	Bookmobile	4.75	Donation Box
	East	57.32	Donation Box
	Weyers/Hilliard	11.97	Donation Box
	Central Circulation	23.07	Donation Box
	Kress	9.06	Donation Box
	Pulaski	6.62	Donation Box
	Southwest	9.90	Donation Box
	Wrightstown	6.93	Donation Box
	Total Donations	\$ 362.70	

Motion carried.

c. Carryover Expenditures L. Stainbrook, wanting to finalize end-of-year expenditures, distributed a report of projects - including lighting in Central Circulation area, signage, smaller counters; temporary help to assist with transferring content to new web page; The resurfacing and restriping of the parking lot at Ashwaubenon (due to weather, this cannot be done until March and may have to be re-bid); moving \$4000 from supply line will allow the purchase of public task chairs to replace 22 hard chairs at Weyers-Hilliard; a re-designed floor plan at Weyers-Hilliard will improve the Circulation area; demand control ventilation at Ashwaubenon; conducting Arc Flash Studies at various locations; new blinds at the Southwest branch; a new telephone messaging system (on order); and upgrading USB wireless adapters for computers acquired from UWGB.

2013 BUDGET

Lynn had sent a report to the board. Additional \$35,000 was added to Maintenance due to a miscalculation in benefit costs by the County. The adjusted maintenance budget reaches nearly \$100,000.

APPROVE BUDGET ADJUSTMENT REQUEST

Motion by C. Wagner, seconded by K. Pletcher, to approve the budget adjustment request to transfer remaining funds totaling \$359,000 in the Outlay Other account to the general construction account in the capital projects fund for Library renovation. **Motion carried.**

LIBRARY BOARD RETREAT UPDATE

K. Pletcher reported the Library Board retreat is scheduled on February 8, 2013 from 8:00 a.m. - Noon at UW-Extension. All board members have confirmed their attendance as well as the president and vice-president of the Friends of the Brown County Library. Lora Warner, a professor at UWGB will report on Brown County's Life Study. Topics to be discussed include how the library's mission fits with the needs of county; and obstacles and opportunities to achieve a vision for a library of the future. A facilitator has not yet been confirmed.

COUNTY BOARD SURVEY UPDATE

No update. This item will be added to the January agenda.

REPORT OF WORK RULES COMMITTEE

a. Approve Updated Policies **Motion** by C. Wagner, seconded by V. Van Vonderen, to approve updated policies including the Emergency Closing policy; Grievance Procedure policy; Employee Leave A and B policy; Personnel Administration policy; and Collection Development policy. **Motion carried.**

b. Approve New Policies **Motion** by C. Wagner, seconded by C. Buboltz, to approve new policies including the amended Employee Benefits policy; the amended Problem Resolution Procedure policy; and amended Harassment policy. **Motion carried.**

c. Approve Job Descriptions **Motion** by J. Hickey, seconded by K. Pletcher, to approve the job descriptions of Administrative Clerk – Mailroom; Administrative Associate; Cataloging Associate; Technical Services Specialist; Bookmobile Operator; Library Housekeeper; Cataloging and Archive Librarian; and Acquisitions Associate. **Motion carried.**

NEW YEAR'S EVE HOLIDAY DECISION

Three options: 1) remain open as scheduled and pay holiday premium pay time and a half (this amount goes beyond budget); 2) close the library and treat it as a paid holiday and 3) request a resolution from the County Board to pay straight pay and provide an offsetting personal day in 2013.

Motion by V. Van Vonderen, seconded by C. Buboltz, to be opened as scheduled and pay holiday premium pay. **Motion carried.**

REVIEW AND RE-APPROVE 2012 TABLE OF ORGANIZATION CHANGES

This Table of Organization had previously been approved with the exception of the reclassification of a few Clerks to Shelves. **Motion** by K. Pletcher, seconded by V. Van Vonderen to reapprove the 2012 Table of Organization. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update There is a push towards merging federated systems, which can occur through mutual agreement. L. Stainbrook met with Mark Merrifield about the Resource Library Agreement. There were only minor wording changes. It will be presented to the NFLS board in December for approval. L. Stainbrook noted that J. Hickey's perseverance on the NFLS Board has greatly benefited the library.

b. Approve Library Service (Collection Development) Grant **Motion** by Pletcher, seconded by Van Vonderen, to approve the Library Service Grant application. **Motion carried.**

PRESIDENT'S REPORT T. Watermolen reported that J. Hickey's term on the Board will expire at the end of the year and he would not be seeking reappointment. He went on to say that John has been a huge impact for which the Library Board is grateful. The Board is most appreciative of John's commitment and accomplishments. Terry presented and read a Resolution of Appreciation to John. J. Hickey commented that he enjoyed working with the Library Board and Library staff.

a. Recommend Slate of Library Board Officer for January, 2013 Election T. Watermolen will be stepping down as president effective in January, 2013. He recommended the following slate of officers: Kathy Pletcher, President; Carla Buboltz, Vice-president; Vicky Van Vonderen, Financial Secretary; and Chris Wagner, Secretary. He expressed extreme appreciation and admiration for the Board and their truly amazing accomplishments.

DIRECTOR'S REPORT A response will be sent to those Brown County residents who use Outagamie libraries and have sent comments regarding the adjacent county billing. A letter to the four Outagamie Library Directors and Library Boards requesting a delay on ceasing library services to Brown County residents until March 1 will also be drafted.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by C. Wagner, seconded by J. Hickey, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 9:30 p.m.

NEXT REGULAR MEETING

January 24, 2013

Central Library

515 Pine Street, Green Bay

5:15 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary